



PURCHASING CARDHOLDER AGREEMENT FORM

Jan 2018

SNOW COLLEGE

The U.S. Bank Visa® Purchasing Card represents the College's trust in you. You are empowered as a responsible agent to safeguard College's assets. Your signature below is verification that you have read the P-Card Policies, Procedures, and User Guidelines and agree to comply with them as well as the following responsibilities. It also acknowledges that you have received the U.S. Bank Visa® Purchasing Card #

**** _ **** _ **** _

Cost-Code _____

Cost-Code (Account) Name _____

1. I understand the card is for College approved purchases only, and I agree not to charge personal purchases.
2. Improper use of this card can be considered misappropriation of College funds. This may result in disciplinary action, up to and including termination of employment, and legal action by the College.
3. If the card is lost or stolen, I will immediately notify U.S. Bank by telephone. I will confirm the telephone call by mail or facsimile with a copy of the notification to the Program Administrator.
4. I agree to surrender the card immediately upon transfer to another College department or termination of employment, whether for retirement, voluntary or involuntary reasons.
5. The card is issued in my name and I am responsible for any and all charges against the card and will not allow any other person to use the card without written authorization.
6. All charges will be billed directly to and paid directly by the College. The bank cannot accept any monies from me directly; therefore any personal charges billed to the College could be considered misappropriation of College funds.
7. As the card is College property, I understand that I may be periodically required to comply with internal control procedures designed to protect College assets. This may include being asked to produce the card to validate its existence and account number. I may also be asked to produce receipts and statements to audit its use.
8. I will receive a Monthly Reconciliation Statement, which will report all activity during the statement period. Since I am responsible for all charges (but not for payment) on the card, I will resolve any discrepancies by either contacting the supplier or the bank.
9. The charges made against my card are automatically assigned to the cost center assigned to the card as specified by management. This code cannot be changed without management involvement. When changed, the new accounting code will not affect any charges made prior to the change, but will affect future charges.
10. I understand the U.S. Bank Purchasing Card is not necessarily provided to all employees. Assignment is based on my need to purchase materials for the College. My card may be revoked based on change of assignment or location. I understand that the card is not an entitlement nor reflective of title or position.
11. **Supervisors/Reviewer** I agree it is my responsibility to make sure as the supervisor/administrative reviewer that the employee completes all reconciliations for any outstanding statements, before the employee leaves the department or College. I also understand that by signing and approving the monthly transaction log, I am accepting responsibility for those charges and that they are college related expenses only.

Employee Printed Name

Supervisor/Administrative Reviewer's Name

Employee Signature

Supervisor/Administrative Reviewer's Signature

Date: _____

Date: _____